

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Counsel to the Clerk
Reference No.: FY 15-06
Location: Clerk's Office, New York, NY
Appointment: 1-2 year term; subject to extension.
Classification Level: CL 29/1 – CL 30/61
Salary Range: \$75,269 – \$144,577
Closing Date: Open Until Filled
Expected Start Date: October 1, 2015

The United States Court of Appeals for the Second Circuit is accepting applications for the position of Counsel to the Clerk.

ABOUT THE SECOND CIRCUIT CLERK'S OFFICE

The Clerk of Court is the senior non-judicial operations officer for the Court of Appeals, statutorily charged with maintaining a complete record of all court filings and judicial proceedings, and certifying to the accuracy of filings, proceedings and decisions. The Clerk supervises the case management of all appeals filed in the Second Circuit, from the time the court acquires jurisdiction with the filing of a notice of appeal through disposition and the issuance of the mandate at the end of the case. The Clerk ensures compliance with the statutes, and federal and local rules that pertain to appeals and oversees the administrative operations ancillary to the determination of appeals. For more information about the Court of Appeals, please visit <http://www.ca2.uscourts.gov>.

POSITION OVERVIEW

The Counsel to the Clerk is the principal legal advisor to the Clerk of Court. Representative responsibilities include but are not limited to:

- Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and local court rules and orders affecting the operation and work of the Clerk's Office and the court.
- Conduct complex research on legal and administrative questions that come to the Clerk's attention.

- Develop guidelines by which federal and local rules are applied in cases filed with the court.
- Provide written and oral advice on a wide range of issues involving substantive and procedural law to the Clerk, Chief Deputy Clerk, Clerk's Office staff, chambers staff, and other court units.
- Perform procedural and substantive review of case records and filings to recommend appropriate Clerk's Office action. Draft proposed procedural orders.
- Monitor and evaluate existing and proposed legislation, laws, rules, and other regulations to determine impact on court procedures and to recommend changes to improve Clerk's Office or court policies or procedures.
- Review and draft changes to local rules, administrative orders, forms, appeal instructions and guidelines.
- Work with Clerk's Office and IT staff to update, manage, and maintain Clerk's Office IT projects including the court's website, CM/ECF, Pay.gov and other software.
- Respond to inquiries posed by attorneys, pro se litigants, other courts and government entities, and the public regarding the court's rules and procedures, and Clerk's Office operations.
- Assist the Clerk with attorney admission and disciplinary matters.
- Conduct training programs on legal and administrative topics for Clerk's Office staff and others.

The Counsel to the Clerk will report to the Clerk of Court and Chief Deputy Clerk.

REQUIRED QUALIFICATIONS

Applicants must possess (1) a Juris Doctor from an ABA-approved law school; (2) membership in good standing in the bar of a state, territorial or federal court of general jurisdiction; and (3) at least five years of post-law school experience. Qualified applicants must also possess excellent academic credentials; superior analytical, organizational, interpersonal, oral and written communication skills; and the ability and desire to interact with professional non-lawyer staff. Prior experience in a state or federal court is an asset.

BENEFITS

- 13 days of vacation leave per year for the first three years; increases with tenure.
- 13 days of sick leave per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Participation in both the Federal Employees Retirement System and the employer-matching Thrift Savings Plan (similar to a 401K). Full social security coverage is provided.
- Optional long-term disability and long-term care insurance.
- On-site fitness center and cafeteria
- Public transportation subsidy (budget dependent)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

APPLICATION PROCEDURE

An application package should include: a cover letter, resume, salary history, and self-edited writing sample (limited to 10 pages). Please submit the application package by email, **preferably as a single PDF file**, to resumes@ca2.uscourts.gov or by mail to:

Ms. Evelyn Ortiz
Director of Human Resources
Thurgood Marshall United States Courthouse
40 Foley Square, Room 1400
New York, NY 10007
Reference No.: FY 15-06

Incomplete application packages will not be considered. Only candidates selected for an interview will be notified and must travel at their own expense.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.